



# ADMINISTRATIVE NOTES

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**Michael F. DiMario**  
**Acting Public Printer**

**Remarks before the Federal Documents Task Force  
of the  
Government Documents Roundtable**

**American Library Association  
Annual Conference**

**New Orleans, LA  
June 26, 1993**

Good morning, everyone. I want to thank Julia Wallace for inviting me to this Depository Program Update of the Government Documents Roundtable. I'm very pleased to be here. Thank you also for holding GPO's part of the program until this time. I've just finished another presentation at the ALA's Legislative Update session, which started at 10.

As you know, I'm currently serving as Acting Public Printer. The White House asked the former Public Printer, Robert Houk, to appoint me as Deputy Public Printer at the time they asked Mr. Houk to resign. Under the law, I will serve as Acting Public Printer until a new Public Printer is appointed, which means both nominated and confirmed. As yet, there has been no nomination.

I know many of you here today. For my part, I'm a 30-year veteran of the Federal civil service and have served in many of the senior management offices at GPO. From 1983 to 1985, I was the Superintendent of Documents, and before that I served as Deputy Superintendent of Documents for a time. I became thoroughly acquainted with the library community during that period and I have good memories of that experience. It's good to be working with the library community again.

This morning, I'm going to broadly cover several issues with you as quickly as I can so there will be some time for questions. After that, I'll turn over the rest of the presentation to Jay Young, Sheila McGarr, Gil Baldwin, and Judy Russell.

As you've heard, there have been some organizational changes at GPO. Jay is now head of GPO's Library Programs Service. Having served in that position before, he brings a substantial amount of skill and corporate memory to the position. Judy Russell, with her background in electronics, is heading up GPO's Electronic Information Dissemination Service, where much of the work on the implementation of the Access bill will happen. These are changes that meet GPO's needs at this time, and I have every confidence in each of these individuals to carry out their new assignments.

Last month I spoke to the Depository Library Council, which was holding its Spring 1993 meeting at GPO. I think many of you have seen the remarks I made.

As I noted then, even though I'm serving in an acting capacity, GPO and the Depository Library Program are not in a holding pattern. GPO is currently in a serious financial situation that is being addressed. This situation was the subject of a hearing before the Joint Committee on Printing on May 11 at which I testified. I've also taken other measures to restore stability and morale to GPO's employees and to improve organizational effectiveness.

Where the Council itself is concerned, I said that I am interested in making the Council's activities as useful and as accessible as possible to the entire depository library community, and that's what I intend to do.

Where the composition of the Council is concerned, I think the membership should include a substantial presence of working level depository librarians. As I recall, the origins of the Council go back to the passage to the Depository Library Act of 1962. In that process it was recommended that the Public Printer seek the advice of depository librarians. It wasn't that other groups were intended to be excluded from the Council. They can still serve. But Congress intended the Public Printer to affirmatively seek out the advice of participating librarians. In my view, a Council emphasizing membership by working depository librarians fulfills that guidance, and therefore that is the direction I intend to take.

As you know, there are 5 upcoming vacancies on the Council. I'm in the process now of reviewing suggestions and nominations for those slots. I've received between 35 and 40 names. I will be going over these in the coming weeks before making a final decision.

Where the role of the Council is concerned, I want Council members to provide me with advice and communications about the state of the depository library community. I want to know how GPO can best help them to do their jobs, and how we can remedy problems and issues they're concerned with. I think advising on policy is fine--this apparently was an objective of the Council restructuring that was done by the previous Public Printer. However, to be most effective, policy advice should be directed at ensuring that the Depository Library Program works, and works well.

On the subject of Council discussions, I don't agree that policy deliberations should preclude consideration of operational issues. I don't think it's fair to characterize Council sessions in the past as being unduly preoccupied with operational issues. As I recall, policy discussions were always a part of Council meetings. And frankly, I don't see how a comprehensive and effective discussion of policy issues can exclude operational issues. So I think Council needs to have a greater opportunity for dealing with operational issues. As to



the future of GODORT's Depository Operations Working Group, I'll leave that up to you. I simply want you to know that I think there is a role for Council in operational issues.

I've also proposed moving Council meetings around the country. Depository librarians who live far from Washington need to have greater access to the Council, and the Council needs to have the opportunity to meet with librarians who can't attend Washington meetings. As it now stands, we probably will continue to have the Spring Council meeting and annual conference in Washington, because of their convergence with Legislative Day. However, beginning this Fall, we will move the Fall Council meeting to different sites around the country. We're currently planning for the Fall 1993 Council meeting to be in Chicago, in late October/early November.

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*-- M.F. DiMario*

Having said all that about the Council, I also want to say we had what I think was a very good session, a very candid and a very fruitful session. The Council recently sent me their recommendations. I've briefly scanned them but have yet to study them in depth. I will respond to them as soon as I can.

I think the greatest single impact my remarks to the Council had were on the subject of the Serial Set distribution and the future of the policy directions contained in the November 18, 1992, letter that was sent out by the Superintendent of Documents. Let me take a few moments to go back over what I talked about.

And let me start by pointing out that the policy on the distribution of the Serial Set is still under review. It hasn't been reversed, as some apparently believe. But it is being reconsidered, not only because that's my own inclination, but also because I've been asked to do so by Senator Ford.

I'm well aware of your concerns about this publication. I've received numerous letters on it not only from librarians and the various library associations but from Members of Congress. I've also heard concerns from GPO staff who have long-standing familiarity with the Serial Set and its role in the Depository Library Program.

All of these concerns are important to me. The Depository Library Program costs less than \$29 million per year to operate--a small price to pay out of the annual trillion-dollar Federal budget to perform the absolutely essential task of informing the Nation. And to me, the Serial Set represents just the kind of information that the Depository Library Program was originally and philosophically designed to distribute--statutory materials and regulatory materials that are the true work of Government. These are the kinds of information that should have the highest priority in the Depository Library Program, as opposed to the other kinds of publications that get into the Program--ephemeral materials such as posters, coloring books, and so on.



Yet the Set remains a concern because of its expense relative to other items distributed by the Program. An option I've been working on is to cut the cost of this item, not by restricting its distribution, but by lowering the cost of the product through alternative binding or different methods of production, such as on CD-ROM. We will explore these options with Congress and Serial Set users.

*Changing technology and declining Government funds are the two greatest pressures for change in the Depository Library Program.*

*-- M.F. DiMario*

Another option involves a broader reconsideration of the overall approach to depository distribution that was undertaken last Fall in the November 18 letter. As I told the Council last month, I view GPO's role in the Depository Library Program as essentially ministerial in nature. Congress appropriates funds to distribute Government publications, and we perform that distribution according to the flow of publications through the Program. Any effort to manipulate that flow for whatever reason, however well-intentioned, is contrary to the essentially ministerial role GPO is statutorily designed to perform. I will be pursuing continued discussions with Congressional leaders about this view.

There remains, however, the issue of the Serial Set being a redundant or duplicative publication, in view of the fact that the Set's constituent materials are published and issued separately. The issue of duplicative distribution is still a hurdle to be crossed in the Depository Library Program, not only for the Serial Set but for any duplicative materials. In this age of restricted funding, any duplicative Government product or service is going to get intensely examined. And while we can theorize about the true nature of the Program, I am still obligated to manage the Program in the public's best interest with the funds that are made available by Congress.

Fortunately, we have some breathing room where finances are concerned. As Gil will discuss with you in greater depth, the financial picture for the Program is not as grim now as it appeared last Fall, due primarily to the reduced workload that GPO has been experiencing for the last several months. There also have been savings from de-selections and other initiatives taken by libraries, as well as operational efficiencies achieved by the Library Programs Service. This improved financial picture has afforded me the time needed to reappraise the situation with the Serial Set, along with the other initiatives that were announced in the November 18 letter.

So again, I don't want to disappoint you with this discussion--these issues are still under review. And I assure you that no decision will be made that is not in the best interests of the depository library community.

On the subject of restructuring the entire Depository Library Program, I have only a few thoughts at this point. The first is the most obvious: it will take literally an act of Congress to restructure the Program. The Program is established by statute, and until Congress changes the law I am obligated to operate it as required. However, I don't mean by this to suggest that the current discussions of restructuring are unnecessary. In fact, the reverse is the case. Changing technology and declining Government funds are the two greatest

pressures for change in the Depository Library Program. A lot of investigation, analysis, and evaluation has to occur before any restructuring proposal can be advanced that has any chance of legislative success. So I think the current discussions on restructuring are a good thing. I've been kept aware of them, such as the talks held by the "Dupont Circle Group," and I appreciate that. I want to continue to be kept informed of the progress of these talks, and we will assist them in any way we can.

As all of you know, however, a restructuring of sorts is already occurring. By this I'm referring to the GPO Electronic Information Access Enhancement Act of 1993, which President Clinton signed into law not quite three weeks ago, on June 8. This is a landmark piece of legislation for GPO.

The law requires GPO to maintain an electronic directory of Federal information, provide online access to the Congressional Record, the Federal Register, and other publications, and operate an electronic storage facility for Government information in electronic formats, in addition to other requirements. Implementation work is already underway.

GPO is the designated administrator of a contract which was recently let to the University of Kentucky Research Foundation and the National Distance Learning Center. The objective of the contract is to design and develop a prototype information locator service aimed at helping users identify and locate selected Federal information services and products. Contract work has begun. When completed by May 1994, the prototype locator is to be capable of linking with the online access system and serve as a Federal electronic information directory for depository libraries and the public.

As you're aware, work is continuing on the development of an online Congressional Record. The target date for providing access was originally provided as January 1994--the opening of the second session of the 103d Congress--but more likely will be later. We are currently preparing a Request For Proposal for the procurement of search and retrieval software, and we will need the final approval of the Joint Committee on Printing before we can go out for bids.

In other action, we're converting the production of the Congressional Record to Standard Generalized Markup Language, or SGML. This is a necessary prerequisite step to providing an online version, and we expect to complete this step by this September. Beyond that, we will move to the development of an online Register and online versions of other appropriate documents. It's too soon to predict a completion date for all of this work, but I can assure you that we are moving ahead with the implementation of the bill--which again was signed into law less than 3 weeks ago--and we will keep you fully informed of our progress.

I hope by now that I've addressed your most important concerns about my views on the Depository Library Program. Before finishing, let me just briefly review some other developments of importance to the Program.

Our appropriations for fiscal year 1994 have been approved by the House of Representatives. Senate action is pending and then, as you know, any differences must be resolved in conference. Where the Depository Library Program is concerned, the House approved funding of \$29,082,000 for the Salaries and Expenses Appropriation. This is the



same funding approved for 1993. In a time when most budgets are being reduced, holding the line is an achievement, and I'm pleased with this result. The House report notes that the Superintendent of Documents can utilize this funding "for the maximum benefit of the Depository Library Program." We intend to do that--for the benefit of all libraries in the Program.

Two weeks ago, we responded to a notice in the Federal Register placed by the National Technical Information Service--NTIS. The notice concerned the transfer of scientific, technical, and engineering information from Federal agencies to NTIS. Unfortunately, no provisions were made for depository distribution of these materials, a fact we pointed out in our comments. We'll publish our comments in an upcoming issue of Administrative Notes. [See letter to NTIS, p. 24 of this issue.]

On June 10, I appeared before the Joint Committee on the Organization of Congress to testify on the operations and activities of GPO. I appeared with the heads of other Congressional support agencies who testified on their programs. We provided the Joint Committee with appropriate information on GPO's programs, including the Depository Library Program, and pledged to provide all possible assistance in helping to meet the goal of improving Congressional operations. We will keep you informed of the outcome of the Joint Committee's work.

Finally, we're keeping in close touch with the Clinton Administration in its work on Federal information policy. We are pleased to see the direction this policy appears to be taking, with discussion of computer superhighways, development of a national information infrastructure, and related applications of information technology. We're pleased with the kind comments the President made on the signing of the GPO Access bill. We've also made our concerns with the previous Administration's policy on OMB Circular A-130 known to this Administration as well as the Joint Committee on the Organization of Congress. All in all, I think the prospects are good for real improvements in Federal information policy.

I think that should cover the waterfront for this session. If I've left anything out, it's a sin of omission, not commission. And if there's still time for questions, I would be happy to answer them as best I can. Otherwise, I appreciate the opportunity to be here today, and I thank you once again for inviting me.



## **Remarks by Jay Young Director, Library Programs Service**

**ALA Annual Conference  
New Orleans, LA  
June 26, 1993**

### **Federal Documents Task Force Depository Program Update**

Thank you, Linda, and good morning. It's my privilege to once again serve as the Director of the Library Programs Service of GPO and to meet with the people of GODORT. It's been over a decade since I last met with the ALA, but I can still recognize some old friends in the audience. However, there are a lot of faces and names that are new to me. And that means that for many of you I'm a new face too, so I want to take just a minute to tell you a little about my background. I directed the Library Programs Service from 1980-82, and then I went on to serve as Director of GPO's Documents Sales Service for the past 8 years. As I'm getting back up to speed in LPS, I can see a lot that's familiar to me; things we were working on when I was here before...

- For example, automation is still a key effort. As the head of our Documents Technical Support area in 1979, I directed the development of requirements for the first automation in the Depository Program, the Depository Distribution Information System (DDIS) and then as Director, implemented that system in 1980/1981. This system automated the library selections for the distribution line and from it we produced the first Union List of Selections.
- While I was at the Library Programs Service, I believe I coined the unique name Administrative Notes, and Volume 1, Number 1, was published in September 1980 shortly after I became Director.
- With help from Gil Baldwin and many others, we added the Geological Survey maps to the Program. Also, the DOE microfiche were added during that time.
- We successfully professionalized the organization during my tenure. We added more professional catalogers and reduced the span of control by creating three Cataloging Sections, each Section headed by a Senior professional librarian. The Depository Administration Branch was formed and for the first time the acquisition, microfiche conversion, and library selection functions were directed by a professional librarian. The Library Programs Service organization is still essentially the same today, but is now in need of change due mainly to the introduction of the new Acquisition, Classification, and Shipment Information System (AC SIS).



- In the area of bibliographic control, we established the first cataloging contract which helped improve the timeliness of our cataloging. We also looked into establishing our own internal cataloging system and pursued opportunities for cooperative cataloging. We spent a great deal of time and effort, along with Bernadine at the JCP, the sci/tech agencies, and the Library of Congress in a joint study of the bibliographic formats of each agency to examine the relationships of COSATI cataloging records to AACR2/MARC records. I know this has received much attention since, but at that time we were charting new territory.

*Last year, LPS employees distributed nearly 30 million copies to the depositories. That means each publication you received was acquired, cataloged, and mailed for only 85 cents a copy!*

*-- J.D. Young*

Unfortunately, I believe, there was a change of administration at GPO in late 1982, I was reassigned, and some of these efforts were not continued. On the other hand perhaps it was fortunate for me because I was later promoted to Director of Sales, and I have enjoyed that job for the past 8 years.

During my tenure in the Sales Service I was able to observe the Depository Library Program from a different perspective. From that viewpoint, what I've seen has been continually greater recognition of the Program within the Executive Branch of the Government and far greater reliance on the Program as a bona fide means for Federal agencies to assure that their information is available to the public.

I also have observed how LPS has truly done more with less, by continuing the massive distribution efforts over years of flat budgets eroded by inflation. Let me throw out a couple of quick facts for perspective on the Program.

- This year, LPS will spend an average of just over \$10,000 per library on acquiring publications.
- There is 1 LPS employee for each 11 depositories!
- Last year, LPS employees distributed nearly 30 million copies to the depositories. That means each publication you received was acquired, cataloged, and mailed for only 85 cents a copy!

The depository library program is essentially a multiplier program, with value being added to basic Government data at each stage in the process. In the partnership of providing Government information to the public, there are the information producers - the publishing agencies. Then come the service intermediaries - the GPO Library Programs Service and the depository libraries. These delivery partners work together to reach the information end users.

Each of the partners has responsibilities in this delivery chain, and has entered into an implicit agreement to commit a certain level of resources to the program. The Association of Research Libraries surveyed their 93 member libraries which are depositories. These ARL libraries reported that together they spent \$26.5 million for their depository library



operations. I think this figure is a tremendous indication of the value which these institutions and their users are placing on Government information.

Another way of looking at the multiplier effect is on a personnel level. LPS has 132 employees who are serving probably four or five thousand depository library staff around the country. In turn, these depository staff are reaching 167,000 depository users each week.

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Here at ALA, and at other recent meetings, there's a lot of discussion going on about restructuring the depository library program. We are very interested in these discussions and wish to be kept advised and participate to the extent that we can. However, as Mr. DiMario has said, our role is ministerial in nature. When Congress, guided by your voices and others, changes the enabling legislation and restructures the program, then GPO will endeavor to fulfill that new role. The GPO Access Act is certainly a big step to begin that process. There is an excellent article on this Act and its implications, written by Jack Sulzer, in the June 22 Dupont Circle Reporter.

In the meantime, what Wayne Kelley, the Superintendent of Documents, and I see as our charter is to operate the existing program as well as possible within the budget authorized by the Congress. In this regard, I have been very pleased with the attitude and obvious desire on the part of the people in the Library Programs Service to provide the best service to you and your users.

I have five major goals that I will be concentrating on in the next few months:

1. The first is to clarify roles and responsibilities among our managers and supervisors. This may mean some reorganization but I believe it is time since, as I mentioned earlier, the present organization dates back to 1982. Also, driving the need for organizational change is the introduction of automation into the daily operational work processes. And that is my second goal:
2. To fully implement ACSIS, the Acquisition, Classification and Shipment Information System. Gil will talk more about this, but I believe it is critical to our future and offers great opportunities for operational and process improvements and for capturing and outputting management information of value to all of us. Also, of great interest to me is what can be done with the bibliographic information that for the first time, is now being captured either when a document first arrives at our receiving door or captured even before the document is printed if it is requisitioned through GPO.
3. My third goal will be to assess all of the LPS workloads and work towards timely handling in all areas.

4. The fourth goal is to increase communication and improve our responsiveness to your needs. I want to decrease the time it takes us to respond, but most important, I want to assure that if we say we are going to do something, then we do it. Every inquiry deserves a timely response, even if it is an interim response to say that the final answer will take more time or even if it is a response that we know you do not want to hear.
5. And the fifth goal is to move forward in the electronic information area.

I won't say that these things are going to be easy. I would guess that LPS is in the same situation as many of your libraries are in term of funding and personnel shortages. And frankly, I have not really been in such a situation before. In 1981 and 1982 in the library programs, we ran into budget problems but we generally had enough people, and, as you know, we did some converting to microfiche and came out of it quite well. In the Sales Program, we have been short in FTE or full time equivalent personnel allocations for some time, but I am pleased to say, we have continued to show a profit, so we had money. This meant we could contract work out and we could work overtime if necessary. The Library Programs Service is short in both people and money. So this will be a new challenge, particularly as we are being asked to expand the Program to encompass information stored electronically. We are all going to have to be creative and work together.

I believe very strongly in both the Cataloging and Indexing Program and the Depository Library Program. I intend to do my best to maintain and, hopefully, improve upon our position and role in the dissemination of Federal information.

I thank you for inviting us here and I look forward to working with you. Now here is Gil Baldwin and following him will be Sheila McGarr, both of whom I have quickly learned to rely on for both their corporate knowledge and advice on virtually everything at the Library Programs Service.





## **Remarks by Gil Baldwin Program Analyst**

**ALA Annual Conference  
New Orleans, LA  
June 26, 1993**

### **Federal Documents Task Force Depository Program Update**

Good Morning, I'm Gil Baldwin, from the Library Programs Service of GPO. I will be updating you this morning on four topics: dollars and sense, cataloging, distribution, and ACSIS system progress.

#### **Dollars & Sense**

The financial update on the Federal Depository Library Program and for LPS contains both good news and bad news. First though, a disclaimer. This update is based on the incomplete financial data available at this point in time. We are now 3/4 of the way through the fiscal year, but only 15% of the way through the five-year life cycle of the FY 1993 Salaries & Expenses Appropriation. Therefore this financial statement is subject to future revision. The final accounting of this fiscal year's expenditures will not be available to us until midway through FY 1995. Also, the publications which LPS has acquired for you this fiscal year have been creating obligations throughout the year. However, paying the bills, also known as liquidating the obligations, stretches out over five fiscal years. OK - what does this mean to program managers at LPS? It means we don't yet have comprehensive real-time information on how much money we are spending and how much we have left to work with. The good news is that we do have much better information now than we had a year ago. GPO's financial people have created a special weekly report for us on depository printing costs. The Depository Obligations Tracking System (or DOTS) reports show how much printing money was obligated each week. DOTS isn't perfect - there are some holes in the data, especially concerning the Congressional materials. We are working to identify and close these holes, but its still much better information than was available previously.

With all that said, you must be wondering "Will the Program have enough money this year?" With the information available to us now, it's still too close to call. It will be a couple of years before we know down to the final dollar, but the situation looks a little brighter now than it looked eight or ten months ago. Given the grim projections of last Fall, how has this happened?

Primarily, because a Government-wide slowdown in publishing has affected the depository program, and second, because LPS has implemented a whole range of cost saving measures.

First of all, both Congressional and Executive printing is down. This reduction in printing coming through GPO has a very negative impact on the revenue stream for rest of the agency, but it has helped the Depository Library Program to stay within our available resources. Less printing translates to less publications being requisitioned for depositories, and less dollars being obligated. In our budget planning process we make projections about the program work load. Last July we projected that LPS would distribute about 10.9 million paper copies in FY 1993. So far this fiscal year, we are running at a rate of 8.6 million copies in paper, or about 20% below projection. This translates into less dollars spent, perhaps as much as \$2 million in printing and mailing costs.

We have also taken a significant number of internal and operational reductions. For example:

- Initiated more economical shipping by adding Roadway Package System deliveries to our menu of choices. Adding Roadway as a competitor to UPS has led them to offer additional discounts to GPO.
- Deferred the development of a Local Area Network (LAN).
- Renegotiated our agreement with the Department of Energy, Oak Ridge, to reduce the costs of distributing DoE microfiche.
- Reduced the use of overtime in LPS.
- Reduced travel for outreach and library inspections.
- Eliminated a cataloging contract which was planned for FY 1993.
- Deferred upgrading to ergonomic work stations.
- Cut a better deal with the Production side of GPO to reduce the surcharges we paid on our printing requisitions.

We also made some changes which affect the choice of formats of material available to depository libraries:

- We reduced the number of occasions when we go back-to-press on paper titles, a process which is very expensive as we must pay all the set-up charges. LPS is going back-to-press only for core list publications, and then only when all other acquisition channels fail.
- Trimmed the mailing list of institutions which received free copies of the Monthly Catalog, under the By-Law distribution program.
- Used the ACSIS (Acquisitions, Classification, and Shipment Information System) database to reduce the occurrence both of shortages and over-printing, to reduce the duplicative distribution of reprints and preprints, and to allow discretion in ordering



low-content items such as decals.

- Limited claims fulfillment services to depositories. Since March, libraries may claim only publications distributed in paper which are on the claims core list, and only regional depositories may claim microfiche distributed by LPS. All libraries are able to claim microfiche which are distributed by one of our full-service contractors, as claims service is built into the cost of the contracts.
- Did not proceed with a prototype CD-ROM product for the Monthly Catalog cumulative index.
- Converted additional titles to microfiche, such as the Army Technical Manuals.

Finally, we implemented the selective depositories' voluntary migration from paper to microfiche, following the survey conducted back in November and December. 1,170 depository libraries (including 41 regionals) responded to the voluntary deselection survey. Your responses resulted in savings estimated at nearly 1/4 million dollars. LPS entered the

selective depositories' changes into the Depository Distribution Information System (DDIS) in January, and changes in the quantities ordered and formats began over the late winter months.

*We are seeing more electronic products in the program, increasing up to 50% each year. Are they replacing print products in the program? Not yet; so far, the electronic products have been program add-ons. -- G. Baldwin*

So, in FY 1993, we've done a lot, and saved a lot, and we'll probably squeak by. Now, how do we look for FY 1994? We compiled our FY 1994 initial funding request back in July 1992, and sent it on to Congress. GPO requested \$33.7 million for the four programs funded by the Salaries and Expenses appropriation. Recently, in the House of Representatives' markup session on the legislative Branch appropriations, this request was discussed, and it appears that we will receive the same funding as in FY 1993. That is \$29.082 million for the four S&E programs. In the environment prevailing in Washington, holding your own is very good news.

At the same time, we anticipate additional demands on these dollars in FY 1994 and beyond. Among these pressures are inflation and declining purchasing power. We will also begin paying off the software development costs for the ACSIS system. These are capitalized expenses which have been accruing during the system development phase, and will be amortized over five fiscal years. There are other programmatic pressures and choices which will have to be faced over the coming years. As you have heard, the GPO Access Bill has significant depository components, but no additional funding. We are seeing more electronic products in the program, increasing up to 50% each year. Are they replacing print products in the program? Not yet; so far, the electronic products have been program add-ons. It looks like we will continue to live in interesting times.

A few days ago my wife and I were talking about kids who are on so many sports teams that they must leave one game early to go to another, and the "lite" products phenomena - light cake mixes, light syrup, light wine, you name it. What do these have in common?



What do they have to do with the depository program? They exemplify two conflicting value systems. The conflict is between "having it all" and the necessity to make choices. Can I have it all - eat light cake, wash it down with light wine, and still not gain weight? Or do I have to make a choice? Can our kids squeeze in every game, and still perform their best? Or must they choose to concentrate on one or two sports? I think this conflict shows up throughout our society, with people wanting to have it all, even when that expectation is just not reasonable. Likewise, we are all going to have to face and make choices in the depository program.

*The cataloging staff has been working at a pace which should see about 36,000 records completed this fiscal year. This increase has been reflected in the thick Monthly Catalog issues you've been receiving. -- G. Baldwin*

This necessity to make sound and equitable choices will play out in future acquisitions decisions. For example, when the Geological Survey begins publishing the orthophotoquad maps on CD-ROM, how and under what conditions can they be incorporated into the Program? Based on the most recent information I've been able to get, we're looking at around 1,800 CDs

over the next five years. Allowing unlimited selectivity by depositories could cost well over 2 million dollars over the five years. We are in the process of establishing a dialogue with USGS to work out a reasonable distribution plan; one that will get the information into the Program without breaking the bank.

On the other hand, we are making every effort to meet the demand for the Program's traditional legislative and regulatory core products. As Mr. DiMario has told you, the policy which limited the distribution of the bound Congressional Serial Set in paper is being reconsidered. However, LPS is working to establish the correct depository requirements for the 102nd Congress volumes, covering calendar years 1991 and 1992. As soon as the annual item selection update cycle is completed, we will be able to provide GPO's Congressional Printing Management Division with the depository count for the 102nd Congress. We are also considering adding the bound Serial Set to the claims core list, in order to ensure that you will be able to have complete holdings of this critical title.

## Cataloging Update

This year, the Cataloging Branch expects to receive over 47,000 titles for processing; down only slightly from the banner year in 1992. This includes numerous individual issues of serials which are not separately cataloged, but I'm pleased to report that cataloging production is again up. The cataloging staff has been working at a pace which should see about 36,000 records completed this fiscal year. This increase has been reflected in the thick Monthly Catalog issues you've been receiving.

The cataloging backlog counts fluctuate with incoming work. LPS continues to cite the figure of approximately 20,000 titles as a backlog count. While this figure is inflated, it is better to over represent backlogs than to under represent them. Of this backlog, our greatest concern is with the approximately 2,000 titles from fiscal year 1992. Many of the materials from 1991 and prior years are represented by OCLC records and, for this reason alone, are of less consequence than materials from 1992. However, because of our emphasis on current



year materials, very few materials from 1992 are being cataloged.

With few exceptions, our cataloging efforts are focused on cataloging current materials as they are received. Titles which are being distributed to libraries in FY 1993 are receiving first priority cataloging treatment. Since this fiscal year began last October, the Cataloging Branch has been able to limit the backlog of current year titles to approximately 500 titles. We hope that our efforts will assure that our current publications backlog does not exceed this number as of the conclusion of this fiscal year. These efforts include focussing the staff's attention on the current materials, raising the cataloging staff's proficiency through additional training, and by limiting the modifications made to the member contributed records found on OCLC.

Workloads carry over from one year to the next, so we will always have some backlog from a prior year as materials which have publication dates from the prior year are not received for cataloging until the current year. While some cataloging backlog seems inevitable, the Cataloging Branch's objective is to assure that new publications are cataloged as promptly as possible. We base this objective on the assumption that most new titles are of greater interest and importance to depository library users than most older materials. Moreover, given that many older materials are represented by OCLC records, our primary focus is on recently published titles. This emphasis means that, unlike the catalogers of many institutions who produce 20% original and 80% copy cataloging, our catalogers produce approximately 80% original cataloging and 20% copy cataloging.

The Cataloging Branch has also announced that the microfiche five year cumulative index to the Monthly Catalog will no longer be published. This decision was based on budget considerations, the fact that the 5-year index replicates data already published in the annual indexes, and the trend by so many depositories to use commercial CD-ROM products or online catalogs for cumulative Monthly Catalog data. This title is ending with the 1981-1985 edition, and will be deleted from future issues of the List of Classes.

Last week LPS catalogers received a total of at least 9 hours of training and exercises on the use of OCLC's PRISM cataloging software. This course is one of several that have been offered to our catalogers during the last several years. The PRISM training was intended to bring all of our catalogers into an equivalent state of expertise with the use of PRISM's functions, and was designed to improve the efficiency and productivity of our catalogers. The training emphasized searching, establishing constant data records, and with setting as many functions keys as would be useful for global applications.

Last winter LPS awarded a commercial cataloging contract designed to process 2,000 titles from the cataloging backlog. The contract statement of work incorporated the lessons learned from our cataloging contracts of the early 1980's, and incorporated a quality sampling methodology devised in cooperation with GPO's Quality Assurance staff and the contracting and procurement areas. The titles in the contract were distributed in various years and include 1,000 NASA technical reports in microfiche, and 1,000 miscellaneous paper titles, such as Nuclear Regulatory Commission reports, FEMA Flood Insurance Studies, and other materials.

Evaluation of the first batch of 1,000 titles indicates a significant number of non-critical

errors. We have not yet completed the evaluation of the quality for the second batch of 1,000 titles. We have not yet integrated these records within the Monthly Catalog or the GPO Cataloging Tapes. A decision as to the disposition of all 2,000 records is pending completion of the quality review of the second batch and our consideration of available options and the costs/benefits associated with each.

Although LPS has some concerns over the number of errors for work performed under the current contract, our experience with this "test-bed" contract has provided us with insights that will be useful in developing for future cataloging contracts. While we cannot guarantee that additional contracts will be awarded, we consider the use of commercial services to reduce cataloging backlogs to be potentially worthwhile and hope to have one contract for FY 1994 and one for FY 1995.

## Distribution Issues

In response to an issue which was raised at the information exchange sessions in the Conference, we are beginning a new column in Administrative Notes showing the Separates shipping lists, by number. This will eliminate the confusion over whether a number was skipped or not used, or just shipped out of sequence. The list will also contain the Shipping List Date and the actual shipment date.

In the April 15 issue of Administrative Notes we announced that we were going to process the rain check backlog. At that time we had on hand about 1,000 rain checked titles, going back to 1987. Since April, we've gone through those rain checks title by title, and evaluated which were obtainable and which were valuable enough to obtain. The rain-checked titles which are still alive, that is the ones which LPS is actively seeking, have been listed in the June 15 Administrative Notes, and the stock will be coming out soon. I want to emphasize that a primary goal of this exercise was to allow you to close out your open rain checks, and eliminate the uncertainty. Any pre-1993 rain check titles which are not on the June 15 list are dead, and cannot be filled. Once we had decided which titles were still alive, our rain check backlog team went to great lengths to obtain the copies. When sufficient paper copies could no longer be found, we tried to get a single copy to reproduce or microfiche. I want to give special thanks to Hugh O'Connor at the University of Maryland for helping us round up these strays. Hugh often functions as GPO's regional, and we really appreciate the help! I can't resist giving you some numbers to put the rain checks backlog in perspective. We had 1,000 rain checks going back to 1987. Over that time period, LPS had distributed over 330,000 titles to depositories. In other words, unfilled rain checks amounted to about 1/3 of 1%.

LPS has been ordering, shipping, and filling claims using the expanded claims core list which was published in the April 15 issue of Administrative Notes. In expanding the list, we considered all of the input from librarians, about 30 letters and faxes. I compiled all of the selections, and we added 19 of the most frequently cited requests. Since then, the message traffic on the claims core list has really dropped. However, I'm still open to receiving your suggestions, and we will act on them. Based on comments from the Federal Depository Conference, I'm especially interested in suggestions which address Congressional Hearings on an item by item basis.



The Depository Distribution Division has been continuing to monitor the completeness of outgoing depository shipments, to determine if your shipments are complete when they leave LPS. We have been using a variety of personnel in this quality control effort - Distribution Division supervisors; depository inspectors; management analyst trainees rotating through LPS; and people trained in quality sampling techniques from the Documents support area. Each of these groups reports the same thing. The quality in filling shipments in the lighted bin system is virtually 100% accurate. We are continuing to give random quality reviews to regional shipments, and to the boxes for libraries which report exceptional claiming problems to us.

## ACSIS Update

LPS has now been using the Acquisitions, Classification, & Shipment Information System (ACSIS) for 9 months, and we are closing in on acceptance of the Phase 1 software. This has been an enormous transition for LPS, as staff migrated from a manual processing environment, with narrowly defined functions, to an automated system with a very broad scope. Our Publications Management Specialists now have the ability to track individual documents from the time a printing requisition is cut, through receipt at LPS, classification, determination of proper quantity, and on through distribution. During the past year, GPO has built the ACSIS data base, combining the MARCIVE cataloging records for 1976-1991, thousands of data files for paper and microfiche shipping lists prepared on LPS' PCs, and current Monthly Catalog data from 1992 forward. Since October, each new document in the Depository Program has been entered into ACSIS. We now have an ACSIS data base of about 420,000 records, going back to 1976.

*Our Publications Management Specialists now have the ability to track individual documents from the time a printing requisition is cut, through receipt at LPS, classification, determination of proper quantity, and on through distribution. -- G. Baldwin*

Other ACSIS data sources that we are working on include getting PC files of data from the full-service microfiche contractors and from the Department of Energy, Oak Ridge. By including data on these non-LPS distributions, we can gradually build up a comprehensive data base of what's going out to you, regardless of the source.

ACSIS is being rolled out in three phases of development. Phase 1, which is nearly complete, featured initial data base creation, classification, ordering information, and receipts processing. Most of the remaining issues being worked out involve the interface with the DDIS system, and some very detailed work on the publication status codes.

Bringing up Phase 1 has also enabled us to reconfigure our staff to accomplish a new work flow, and to place our Publications Management Specialists into key places in the organization. We now have LPS staff working in the Customer Service office on the 8th floor, monitoring agency printing orders, and entering the requisition data into ACSIS so we know what has been ordered for the libraries. We've also put some classification staff down in the 1st floor receiving area, checking in receipts against the requisition records on ACSIS. By doing this work at the point of receipt we are able for the first time to accurately determine if we are receiving the amount of stock we need to make distribution. We never

could have done these things without ACSIS. As long as our staff was physically tied to the old card file shelf list, we couldn't deploy them in the other critical locations around GPO.

Phase 2 will include serials control capabilities, shortage resolution procedures, shipping list creation for paper and electronic products, and a host of system management improvements. These include ad hoc report generation, file maintenance, interface with the sales data base, and improved tracking for contract compliance.

Phase 3 is essentially microfiche processing for LPS-initiated microfiche, including all the work we send out to the fiche contractors. By Phase 3, we will also be able to quickly generate shipping lists for LPS-distributed microfiche.

Phases 2 and 3 of ACSIS are finally the stages at which we will get the capability to produce machine-readable shipping list data, and we have factored your need for such data into our plans. One of the steps we have to do before the real work begins on Phases 2 and 3 is to review the existing requirements document and make certain it still accurately reflects what we need. The system requirements were put on paper back in 1989, and there have been a number of changes since then. For example, we now have electronic materials shipping lists, and the "full-service" microfiche contracts in our daily routines. LPS' ACSIS implementation team met Thursday with the top people in OIRM, and they affirmed their commitment to providing the necessary level of resources to ACSIS to keep us users happy. On Documents' part, we have continued to stick by our prioritization which places ACSIS as the number one automation priority of all the Superintendent of Documents' systems.

I appreciate the opportunity to talk with you again, and I'll join my colleagues on the panel to answer any questions which you may have.





## **Remarks by Sheila McGarr Chief, Depository Services**

**ALA Annual Conference  
New Orleans, LA  
June 26, 1993**

### **Federal Documents Task Force Depository Program Update**

Good afternoon. I am here today to provide updates on activities of Depository Services and Depository Administration Branch.

#### **Depository Services**

##### **Administrative Notes**

During the recent Depository Library Council meeting, a suggestion was made to ship Administrative Notes to the depository libraries by first class mail to improve timeliness. Since the summer of 1991, Administrative Notes has been a regular feature on the Library Programs Service (LPS) bulletin board (202-512-1397) in its own sig. LPS analyzed the costs of mailing 26 issues per year to over 1400 libraries and the breakdown of costs annually are as follows: \$1,426.36 envelopes; \$182.00 mailing labels; \$38,301.90 postage; and \$12,180.48 labor = \$ 52,090.74. As this endeavor is not a cost effective use of appropriations, LPS instead began to provide a diskette to Susan Tulis for uploading of Administrative Notes to Internet beginning with the June 15, 1993 issue. LPS has no plans to discontinue the paper copy of this newsletter.

##### **Committee Print**

A Directory of U.S. Government Depository Libraries 1990 is out of print. At the direction of the Joint Committee on Printing (JCP), all libraries were mailed a form requesting confirmation of the accuracy of name/address/telephone/congressional district data in early June. The deadline to mail or fax the form back to LPS is July 1. Staff will input changes into the database for JCP. LPS also received help from House Information Systems (HIS) for assignment of depositories into Congressional districts in order to determine the number and location of vacancies for potential designation. Libraries will be contacted if their information and HIS-supplied data contradicts.

##### **Federal Depository Conference**

The 3rd Annual Federal Depository Library Conference will be held in Washington, DC with the tentative dates being April 20-23, 1994 with Depository Library Council expected to follow on April 25-27. The request for bids from hotels has been initiated.

Nearly 400 attended the 2nd Annual Federal Depository Library Conference. LPS received and reviewed over 150 evaluation forms. Additionally, there will be a future article

in Administrative Notes requesting input from those who did attend (What would entice you to come back?) and from those who didn't attend (What would make you want to come next year?). While evaluations from the two previous conferences recommended the "theme" approach which LPS followed, this year the consensus was to 1) attempt simultaneous programs like the American Library Association so that librarians will have choices; 2) more agency rather than librarian presentations, 3) three full days rather than 2 1/2, etc. LPS will contact those librarians who volunteered to help with developing programs soon.

### **Interagency Depository Seminar**

The 7th Annual Interagency Depository Seminar for new documents librarians is scheduled for May 18-25, 1994 in Washington, DC. Evaluation forms have been reviewed from the 1993 participants and will be sent to the participating agencies. There is no determination yet on agency participation for 1994.

### **Inspections**

The inspections planned for the remainder of the fiscal year include libraries last examined in '85, '86, and '87 and some in '88 in the following states: California, Illinois, Michigan, New York, Ohio, Pennsylvania, South Dakota, etc. Librarians are notified 4-6 weeks before the scheduled inspection.

The inspection process has evolved over the past twenty years from a 12 question checklist and unannounced visits to an all-day comprehensive review. The latest evolutionary change is that since February 1993, libraries are evaluated on compliance and non-compliance with access, custody, preservation, and maintenance provisions of Title 44, United States Code and the Instructions to Depository Libraries. This change reduced the tension inherent in an inspection and eliminated the negotiation of a rating to suit a library's agenda. Also, a Summary of Action Items now accompanies the report for the benefit of both the library director and documents librarian. Previously, recommendations and legal requirements were interwoven into the narrative and the librarians were unsure what deficiencies to tackle first. The narrative also reiterates the need to retain superior procedures and public service functions.

### **Biennial Survey**

The questions for the 1993 Biennial Survey were finalized. There was a procurement delay for the scanned answer sheet. We met with the contractor last week and expect to see a draft answer sheet after ALA. If the procurement is satisfactory, LPS will distribute the survey to all libraries in mid-August with the deadline for return of the answer sheet to LPS by October 1.

In addition to the usual name/address/telephone number and statistical questions, the Biennial Survey has two new questions about written policies: 1) whether the library has a written collection development policy and 2) whether the library has a written access policy.



GPO has expected depository libraries to have written collection development policies which focus not only on primary clientele but also on the government information needs of the general public. But GPO has never surveyed the community as a whole to find out how many depositories do and how many depositories do not have such policies. Coincidentally, this Biennial Survey question dovetails with information gathering on depository collection development policies that is being performed by the inspectors with a view to constructing a "model" or framework for depository libraries to use should they not have such a policy.

A question about written access policies has also been included in the Biennial Survey as a result of a disturbing trend noticed by depository inspectors. Inspectors are finding increasing restrictions on access to depository libraries, particularly in urban areas and in some libraries holding "by-law" designations (federal agencies, law libraries, etc.). Such restrictions are usually couched in terms of "security of persons and

*Inspectors are finding increasing restrictions on access to depository libraries, particularly in urban areas and in some libraries holding "by-law" designations (federal agencies, law libraries, etc.).*

*-- S. McGarr*

property". The method of inhibiting access is usually by means of signs at the entrance to the library. Unfortunately, this trend includes some private academic libraries and, most disturbing of all, some state-supported institutions which attempt to control access to discourage non-affiliated users from gaining access to the library's collections as a whole, not specifically to the documents collection. These libraries fail to recognize that admission of the public to the documents collection is required by law. As a result of this trend, GPO will ask libraries if there is a written access policy and encourage libraries to draft written access policies to clear up any ambiguities.

We all know that the program was established to provide access to Federal publications and information and that the intent of the framers of the law was not to provide subsidies to depository libraries with no corresponding responsibilities. Participation in the Federal Depository Library Program is a public service the library performs. Exclusivity has no place in the program.

## Outreach

Yesterday, I spoke before the Council on Library/Media Technicians on GPO's printing, sales, and depository programs. On July 11, I will speak at the American Association of Law Libraries business meeting in Boston as well as reinspect three probationary libraries in the area. Greta Boeringer will speak in Springfield, IL in September as well as inspect in this state. I will speak at a multi-state GODORT meeting (AL, LA, MS, TN, and AR) in September in Oxford, MS and reinspect three probationary libraries in that area. I will speak at the Wisconsin Library Association on November 3 in Green Bay.

Guidelines for requesting a speaker appeared in the March 31, 1993 issue of Administrative Notes. In general, we accept speaking engagements in states where there has been no GPO presence in many years and in conjunction with library inspections.

## Depository Administration Branch

### List of Classes

*A special survey containing CD-ROM items will be distributed soon. If libraries wish to continue receiving HCFA Manuals and POMS Manuals, they must select the CD-ROMs because the corresponding paper basic manuals and transmittals will be discontinued.*

*-- S. McGarr*

The March List of Classes was finally distributed. There were horrendous problems with this issue partly due to problems with the ACSIS interface with DDIS which generates the List of Classes and then our rejection of several sets of page proofs prior to actual production.

As a result, LPS delayed the due date for the annual Item Selection Update until July 16 so that librarians can refer to the March List of Classes.

### Ephemeral Items

As a result of the November 18, 1992 letter to depository libraries requesting their cooperation in deleting or changing formats for selected items, countless letters recommended our eliminating ephemeral items to save money. To that end, a list of news releases, preprints, reprints, etc., was compiled from the List of Classes; LPS shelflist records were examined for date of last receipt; inspectors visited some depositories to look at the publications (many were not even available); and a list of potential items was published in the May 15 issue of Administrative Notes. To date, LPS has received only 10 comments. Several librarians noted that their libraries received a few of these titles directly from the agency. After ALA, LPS will review the data, contact agencies as appropriate, request approval from JCP, and announce whatever action will be taken.

### Format Decisions

Staff continue to review requests from depository libraries to reinstate specific titles back to paper, e.g., Government Reports Announcements is back to paper. Other decisions, such as FCC Register and Economic Indicators returning to paper were announced in earlier issues of Administrative Notes. If you have any suggestions, fax them to (202) 512-1196.

Staff have conducted a study of the cost of mailing such titles as the Federal Register, Business America, etc., directly to the libraries instead of in the shipment boxes. We're looking at the postage costs, frequency, and feasibility of adding Dispatch to that list.

A special survey containing CD-ROM items will be distributed soon. If libraries wish to continue receiving HCFA Manuals and POMS Manuals, they must select the CD-ROMs because the corresponding paper basic manuals and transmittals will be discontinued.

A one-time bid contract to finish the reprinting of the Foreign Relations of the United States was initiated. This contract will include bulk delivery of the 15 outstanding volumes by bill of lading. LPS hopes to have it completed by September 30 (this year).



In its fiscal year 1994 budget request, LPS requested funding for microfiching the bound Congressional Record from 1985-90. There has been no word yet on approval as Congress has not passed the appropriation bill yet. In 1988, a moratorium was imposed by JCP on microfiching the bound Congressional Record from 1985-90 pending evaluation of the Record on CD-ROM.

## Mail

A couple of cartons of unprocessed mail, some of it years old and unknown to supervisors, were discovered recently. A form letter for certain types of questions was devised for quick replies. Also staff are making more telephone calls and fax replies to librarians. We are even requesting some answers be put on GOVDOC-L. As a result of this mail backlog, for some time to come, there will be pages and pages of Classification/Cataloging Update appearing in Administrative Notes. If you mail a classification inquiry or fax it to (202) 512-1196 today, you will receive a prompt response as one person has been assigned to work on current class errors.

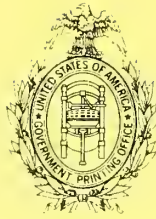
The depository community has reacted favorably to the "hot docs" box, a method to expedite classification and shipment of Congressional publications and other popular titles.

## Microfiche

There is no backlog of material awaiting microfiche conversion or distribution. There is, however, a humongous backlog of unfilled microfiche claims. For the first time in over a year, there is a microfiche duplicator operator. Also, this summer we will have at least a half dozen high school students working to fill microfiche claims. You ought to begin to see results by late July.

There are eleven microfiche contracts in all, with eight being full-service contracts which require source document conversion, shipment, and claims fulfillment by the contractors (5,561 titles, 996,819 copies distributed by contractors through May). Two contracts, for Congressional hearings and committee prints, literally were awarded last week. They require start up time and debugging. Libraries should see contractors performing shipment for these Congressional materials by August. A status report on individual contracts will appear in a future issue of Administrative Notes.





United States Government Printing Office  
Washington, D.C. 20401

OFFICE OF THE PUBLIC PRINTER

June 10, 1993

Mr. Ron Lawson  
Acting Director  
National Technical Information Service  
5285 Port Royal Road  
Room 200F  
Springfield, VA 22161

Dear Mr. Lawson:

We have reviewed the Notice of Proposed Rulemaking, "Transfer by Federal Agencies of Scientific, Technical, and Engineering Information to the National Technical Information Service," published in 58 *Federal Register* 89 (May 11, 1993), pp. 27681-84.

We are troubled by the potential for a wasteful duplication of effort between publications sales services provided by the National Technical Information Service (NTIS) and the Government Printing Office (GPO). As you are well aware, GPO's Sales Program was established by law to disseminate all categories of Government publications to the public. NTIS was established to disseminate scientific, technical, and engineering information (STEI).

In this proposed rule, STEI seems to be appropriately defined in subparagraph (1) of section 1180.2. However, in subparagraph (2), the proposed rule expands the STEI definition to "[i]nformation that bears on business and industry generally, such as economic information, market information and related information." This is a far more inclusive definition than provided in subparagraph (1). So inclusive is this definition, in fact, that there is the vast potential that NTIS will now offer publications for sale that are supplied to the public by GPO.

In this age of limited budgets and constraints on Federal services, NTIS sales of titles already sold by GPO would serve no useful public purpose. If NTIS wants to provide the public with expanded listings of STEI and STEI-related publications offered by GPO, NTIS should provide its users with publication listings derived from the Monthly Catalog of U.S. Government Publications and direct them to the nearest GPO sales outlet.



Where the issuing agencies are concerned, publications sold by GPO should be considered as transfers that would not be appropriate under this proposed rule and included as an exemption under subparagraph (b) of section 1180.7. Section 1180.11, subparagraph (d), of the proposed rule should also be changed to reference the requirements of chapter 17 of Title 44, U.S.C., pertaining to GPO's Sales Program.

We are also concerned that the proposed rule will cause increased duplication of effort in the Government's bibliographic control activities. Under the proposed rule, NTIS would receive numerous items it has never received before. Many of these will be items that GPO already receives and catalogs, pursuant to our statutory authority. Even though NTIS catalogs in a style different from that used by GPO, there will still be duplication of effort if both NTIS and GPO catalog the same items.

To avoid this costly duplication, NTIS should furnish electronic bibliographic records to GPO for those titles NTIS accepts that are not produced through GPO. For items not accepted by NTIS, NTIS should provide GPO with a copy (along with the SF 298) for GPO to catalog. In the same regard, GPO can furnish electronic bibliographic records to NTIS that NTIS could adapt for its use.

In addition, since section 1180.10 indicates that not all products will be accepted by NTIS, the proposed rule should address the criteria for rejecting a product. The rule needs to indicate specifically what will happen if a product is rejected since it clearly should not escape bibliographic control. The proposed rule also needs to indicate whether NTIS plans to charge a fee for filing products with NTIS.

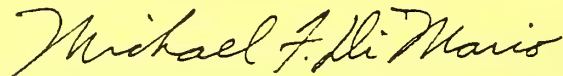
Finally, we are concerned that the notice fails to reference the responsibilities of Federal agencies to the Depository Library Program under chapter 19 of Title 44, U.S.C. Again, the law does not distinguish the kinds of Government publications required to be provided to the Depository Library Program. Instead, all publications, except for internal, classified, or "cooperative" publications, are required to be provided to the Program, either by GPO, if the publications are printed through GPO, or by the issuing agencies themselves. This includes STEI. Policy guidance provided by the Joint Committee on Printing and Congress has determined that the requirement to provide publications to the Depository Library Program includes publications in electronic formats.

Subparagraph (d) of section 1180.11 provides that Federal agencies are not exempted by this rule from compliance with the "federal records" sections of Title 44. Neither, however, are they exempted from compliance with chapter 19 of Title 44. This section should be changed to specifically state that fact.

In addition, NTIS should establish procedures to ensure that the depository library requirements of Title 44 are met under this proposed rule. For example, all products that are received by NTIS but not received by GPO should be distributed to depository libraries. Under the law, it is the issuing agency's responsibility to provide depository copies for any

items not produced through GPO. However, NTIS should confirm that copies have been provided to GPO for depository distribution. If not, NTIS should advise the agency of the depository distribution requirement of Title 44 and assist the agency in providing the proper number of copies to GPO. For electronic products, NTIS should make arrangements with GPO to ensure depository distribution. This can be assisted by the establishment of an NTIS gateway to the system to be developed pursuant to the recent passage of S. 564, the GPO electronic access bill. We are prepared to discuss the establishment of such an arrangement further with you, at your convenience.

Sincerely,



MICHAEL F. DiMARIO  
Acting Public Printer





# Implementation of the GPO Access Legislation

## [From GPO ACCESS Fact Sheet Number 1]

During the second session of the 102nd Congress, companion bills (H.R.2772 and S.2813) to provide broad-based public access to Federal electronic databases through the Government Printing Office (GPO) were introduced. At the conclusion of 102nd Congress both bills lapsed. Early in the 103rd Congress two similar bills (H.R.1328 and S.564) were submitted, leading to the enactment of Public Law 103-40, the "GPO Electronic Information Access Enhancement Act of 1993" (GPO ACCESS) on June 8, 1993.

[The text of S.564, reprinted from the Congressional Record of March 11, 1993, appeared in v. 14, no. 7 (3/31/93) of Administrative Notes. A statement by President Clinton on signing the GPO Access Legislation appeared in Administrative Notes, v. 14, no. 12, 6/15/93.]

### Key Provisions of GPO ACCESS

#### 1. Electronic Directory, Online Access and Storage Facility

Under GPO ACCESS the Superintendent of Documents (SD) is required to:

- maintain an electronic *directory* of Federal electronic information;
- provide a system of *online access* to the Congressional Record, the Federal Register and other appropriate publications;
- operate an electronic *storage facility* for Federal electronic information.

#### 2. Departmental Requests

To the extent practicable, the SD will accommodate requests by department or agency heads to include their information in the GPO system of online access.

#### 3. Consultation

The SD will consult with users of the directory and the system of access, and with other providers of information services, to assess the quality and value of these services.

#### 4. Fees

The SD may charge reasonable fees for use of the directory and the system of access, except that depository libraries will have access at no charge. Fees must be set so as to recover the incremental cost of dissemination.

## **5. Biennial Report**

The Public Printer must submit to the Congress a biennial report, beginning December 31, 1995, on odd-numbered years. This report shall include a description of the functions in this Act and a statement of cost savings in comparison with traditional forms of information distribution.

## **6. Status Report**

By June 30, 1994 the Public Printer shall submit to Congress a report on the status of the directory, the system of access, and the electronic storage facility.

## **7. Operational Deadline**

The directory, the system of access and the electronic storage facility shall be operational by June 1994.

# **Implementation of Functions**

### *Maintain an electronic directory of Federal electronic information (Locator Service)*

#### ● **How will the Locator Service be developed?**

Contract work has begun toward designing and developing a prototype Federal electronic locator (Prototype Locator) aimed at helping users identify and locate selected Federal information services and products. The Prototype Locator will be able to link with the GPO Access System and serve as a Federal electronic information directory for Federal depository libraries and the general public.

#### ● **When will the Prototype Locator become operational?**

The Prototype Locator should be operational by May 1994.

### *Provide online access to Congressional Record and Federal Register*

#### ● **How will the online system be developed?**

An RFP for the online system software procurement is expected to be issued during summer 1993. Also, as a necessary prerequisite step to providing online access, GPO expects to be producing the Congressional Record using Standard Generalized Markup Language (SGML). Prior to full public release, the online Record will be tested at a number of sites to gather information on usage and costs.



- **What files will be available to the public?**

The online access system will initially include the Congressional Record and the Federal Register, as required by the legislation. Congressional bills and reports and the Code of Federal Regulations will be added shortly thereafter. Other files will be identified for inclusion at a later time.

- **What will be the cost of online access to public users?**

It is too soon to tell. However, GPO does intend to price the online service at "incremental cost" as directed by law.

### *Operate an Electronic Storage Facility*

- **What is the purpose of the Storage Facility?**

GPO presently stores electronic files only as long as they are needed for agency production purposes. The Storage Facility will retain electronic files for extended periods and provide a mechanism for access and retrieval.

## **Further information on GPO ACCESS**

GPO is setting up a free Special Interest Group (SIG) on **The Federal Bulletin Board** to announce continuing developments under the GPO ACCESS legislation. Initially, the SIG will include the Senate Bill (S.564), the House and Senate Reports on S.564, the President's statement upon signing Public Law 103-40 and this Fact Sheet. The SIG will be named **GPOACCES**.

If you have a personal computer, a modem, telecommunications software and a telephone line, you can access **The Federal Bulletin Board** by calling the BBS at (202) 512-1387. For additional information about **The Federal Bulletin Board**, contact the GPO Office of Electronic Information Dissemination Services (EIDS) by telephone at (202) 512-1265 or by Fax at (202) 512-1262.



# Classification/Cataloging Update

June 30, 1993

1993-09

Item #	Class #	Shipping List #	Title	Change
0010	A 1.2:C 88	93-0263-P	USDA Crop Residue Management Action Plan	Change class to: A 1.2:C 88/2
0080-G	A 13.28: P 29/34/993	93-0261-P	Non-Commercial Firewood Map. Free Use and Charge, USDA-Forest Service, Payette National Forest, Rev. 1/93	Change class to: A 13.28: P 29/24/993
0084	A 13.2:R 24	93-0274-P	Outreach and Recruitment, A Servicewide, Strategic Plan Toward a Multicultural Organization	Change class to: A 13.2:R 24/35
0120-A	A 57.76/2:P 26	93-0257-P	Pasture Management Guide for the Ozarks	Change class to: A 57.6/2:P 26
0134-A	C 3.24/9-9: M 91 (AS)-3	93-0274-P	1991 Annual Survey of Manufactures, Geographic Area Statistics	Change class to: C 3.24/9-9:991
0141-A	C 3.215:H 171/88	93-0282-P	Current Housing Repts., H 171/88, Supplement to the American Housing Survey for Selected Metropolitan Areas: 1988	Change class to: C 3.215/16:988
0250-E-02	C 55.2:D 26/3	92-0360-P	U.S. Government Banking & Financial Datafiles for Microcomputer Mainframes	Change class to: C 51.2:D 26/2
0430-K	E 6.3/2-2:1/2	92-0522-P	Biomass Bulletin	Change class to: E 6.3/2:1/2
0431-I-01	EP 1.2: SU 7/34/990	93-0555-M	Progress Toward Implementing Superfund FY 1990, Report to Congress	Change class to: EP 1.2:SU 7/41
0431-I-01	EP 1.2: SU 7/34/992	unknown	SITE, Superfund Innovative Technology Evaluation Technology Profiles, 5th ed.	Change class to: E 1.2:SU 7/42
0485	HE 20.2: KG 76/990/ UPDATE	93-0265-P	Update to the PHS Grants Policy Statement, Rev. Oct. 1, 1990	Change class to: HE 20.2: G76/990/UPDATE



# Classification/Cataloging Update

June 30, 1993

1993-09

Item #	Class #	Shipping List #	Title	Change
0639-E	I 28.146:991/ ADVANCE/ SUPP.	92-2412-M	Mineral Industry Surveys, Directory of Principal Sand and Gravel Producers in the United States in 1990	Change class to: I 28.146: 990/ADVANCE/ SUPP.
0639-E	I 28.146: 991/ADV./ SUPP.	MF? unknown	Directory of Industrial Standard Gravel Producers in the U.S. in 1991	Change class to: I 28.146: 991/ADVANCE/ SUPP.
0671-C	T 72.2:OL 5/3	93-0248-P	Outer Continental Shelf, Oil-Spill Prevention and Research	Change class to: I 72.2:OI 5/3
0671-C	I 72.2:OI 5/3	92-0617-P	Ohmsett: The National Oil Spill Response Test Facility	Change class to: I 72.2:OH 5
0769-A	L 2.46/3: C 76/991/ PAGES CR-30	93-0280-P	Replace pages for CPI C&S Data Collection Manual, CR-30, Apr. 1993	Change class to: L 2.46/3: C 73/991/PAGES CR- 30
0771-F	L 1.79:728	94-0491-P	News. Technical Note 6, GTE Testmark Laboratories and Southwest Research Institute Seek OSHA Designation as Nationally Recognized Testing Laboratories	Change class to: L 1.79/3:6
0815-H	LC 30.30:993	93-0173-P	CDS CONNECTION, v. 6, no. 1, Jan. 1993	Change class to: LC 30.30:6/1
0830-D	NAS 1.15:102803	MF unknown	Solid Lubricants, Apr. 1991	Change class to: NAS 1.15:103803
0982-D-01	TD 8.2:AL 1/46	93-0282-P	Alcohol Incentive Grant Program	Change class to: TD 8.2:AL 1/47
0982-D-01	TD 8.3:B 47/6	93-0286-P	Bicycle Safety	Change class to: TD 8.2:B 47/6
1009-B-02	Y 4.AG 4/2: M 66/3	90-0073-P	101-1 Joint Hearing: Minnesota Family Investment Plan	Change class to: Y 4.AG 8/1:101-25

# Classification/Cataloging Update

June 30, 1993

1993-09

Item #	Class #	Shipping List #	Title	Change
1017-A	Y 4.F 76/1: EM 7/3	90-0018-P	101-1 Hearings: IRS Senior Employee Misconduct Problems	Change class to: Y 4.G 74/7: EM 7/11 (Rain checked title listed in Administrative Notes, v. 14, no. 12)
1037-B	Y 4.G 74/9: S. HRG. 103-1081	93-0298-P	Senate Committee on Governmental Affairs 102-2 Hearing: Reforming Postal Procurement and Contracting	Change class to: Y 4.G 74/9: S.HRG. 102-1081
1094	Y 3.SE 5: 8 R 29/991/V.1	93-0831-M	The Federal Sentencing Guidelines, v. 1, U.S. Sentencing Commission, Dec. 1991	Change class to: Y 3.SE 5:8 F 31/V.1
1094	Y 3.SE 5: 8 R 29/991/V.2	MF unknown	The Federal Sentencing Guidelines, Vol. 2, U.S. Sentencing Commission, Dec. 1991	Change class to: Y 3.SE 5:8 F 31/V.2
1094	Y 3.SE 5: 8 R 29/991/ EXEC. SUM.	MF unknown	The Federal Sentencing Guidelines, a Rept. on the Operations of the Guidelines System and Short-Term Impacts on Disparity in Sentencing, Use of Incarceration, and... Dec. 1991	Change class to: Y 3.SE 5: 8 F 31/EXEC. SUM.



# Separate Paper Shipping Lists

June 30, 1993

1993-02

Shipping List #	Shipping List Date	Distribution Date
93-0293-P	06-01-93	06-04-93
93-0296-P	06-01-93	06-04-93
93-0297-P	06-02-93	06-07-93
93-0191-P	06-02-93	06-07-93
93-300-P	06-02-93	06-07-93
93-301-P	06-03-93	06-07-93
93-325-P	06-17-93	06-21-93
93-326-P	06-17-93	06-21-93
93-327-P	06-18-93	06-21-93
93-329-P	06-18-93	06-22-93
93-333-P	06-21-93	06-23-93
93-339-P	06-22-93	06-23-93
93-341-P	06-23-93	06-25-93
93-342-P	06-23-93	06-25-93
93-343-P	06-23-93	06-25-93
93-344-P	06-23-93	06-25-93
93-356-P	06-28-93	06-30-93
93-357-P	06-28-93	06-30-93

# Update to the List of Classes

June 30, 1993

1993-10

Class no.	Item no.	Change/Notice
C 3.158:	0142-A	<b>Current Industrial Reports.</b> The Bureau of the Census has notified GPO that all titles within this series will no longer be published in paper beginning with the January 1993 issues. Depository distribution for this item will cease. These titles will be continued by an electronic publication of the same name, available on the Census/BEA Electronic Forum. To access the Electronic Forum dial (301) 763-7554. For user assistance dial (301) 763-1580.
C 61.10:	0219-C	<b>Commercial News USA.</b> Change format from microfiche to paper.
NAS 1.9/4:	0830-K	<b>Scientific and Technical Aerospace Reports, Semimonthly Abstracts Journal.</b> Change format from microfiche to paper.
Y 3.P 29:3/	1061-H-03	<b>Medicare prospective payment and the American Health Care System.</b> Change title to: Medicare and the American Health Care System. (annual)

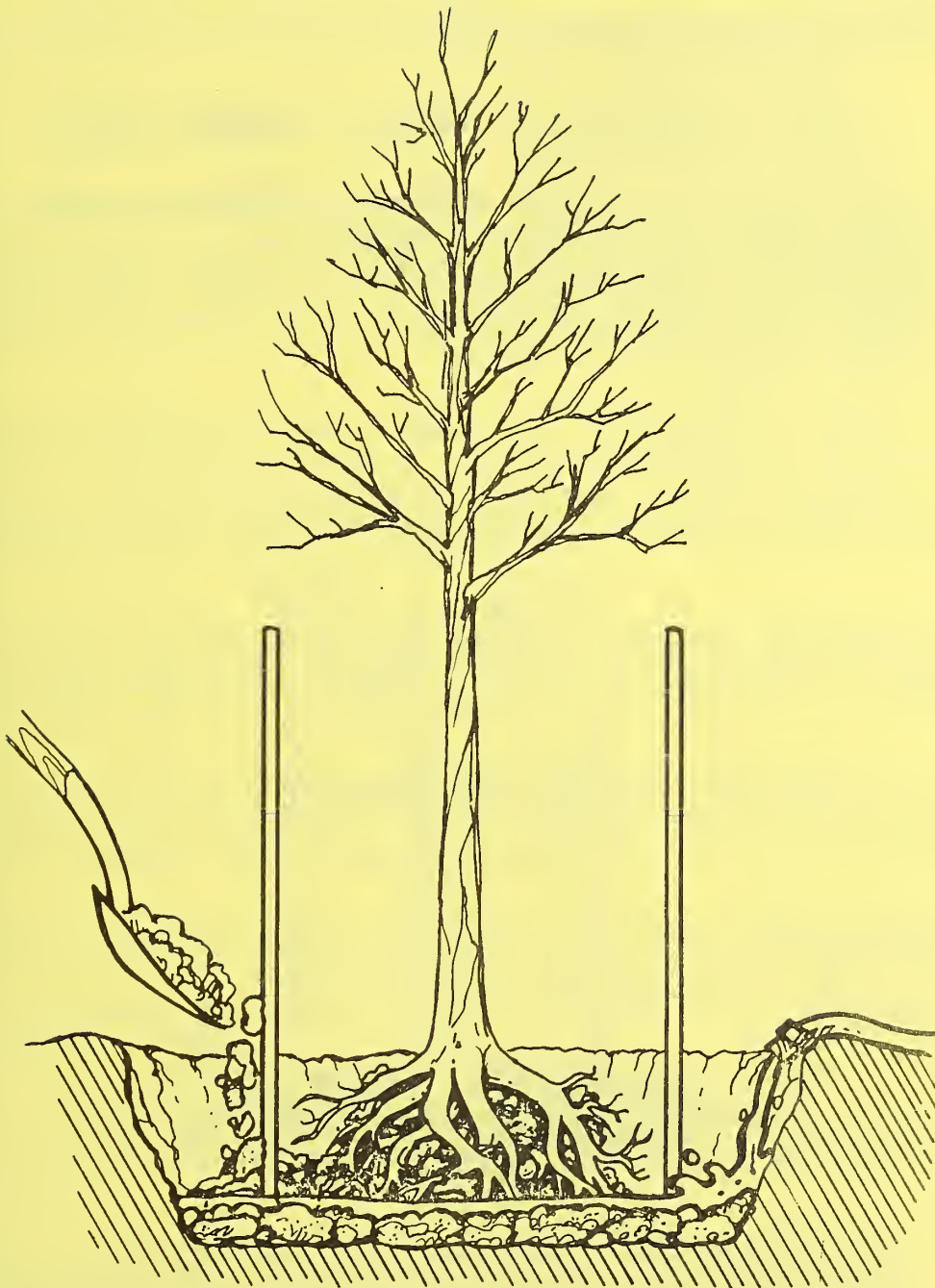
# Whatever Happened To . . . ? ? ?

June 30, 1993

1993-06

Class no.	Item no.	Status
EP 1.67:	0431-I-66	<b>EPA Journal.</b> This title will change to quarterly beginning with the April-June 1993 issue, currently being printed. There was no November/December 1992 issue. Vol. 19, no. 1, Jan./Feb./Mar. 1993, is due to be shipped from LPS the week of June 21, 1993.

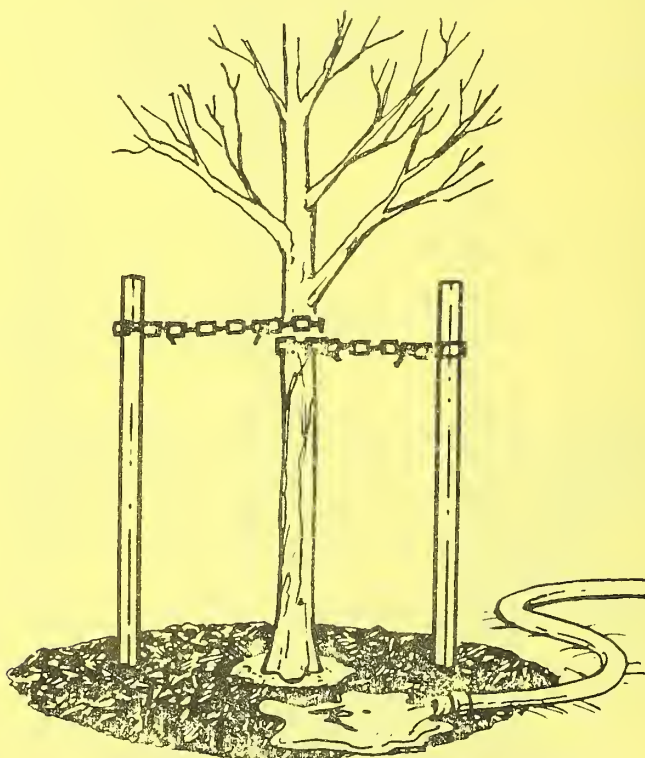




*Illustrations on this page and p. 36 taken from Planting Trees for Communities, U.S. Forest Service, 1993. SuDocs A 13.2:P 69/19*

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